



SECTION 51 MANUAL FOR

RUTH FIRST JEPPE HIGH SCHOOL FOR GIRLS MEMORIAL TRUST

PREPARED IN TERMS OF THE REQUIREMENTS OF THE
PROMOTION OF ACCESS TO INFORMATION ACT NO 2 OF 2000
(hereinafter referred to as “the Act”)

INTRODUCTION

The Promotion of Access to Information Act gives effect to the constitutional right of access to any information held by the state and any information that is held by another person and that is required for the exercise or protection of any rights. The Act sets out the requisite procedures for any requests for information.

In terms of the Act, where a request for information is made to a body, there is an obligation to provide the information, except where the Act expressly provides that the information may not be released. In that context, Section 9 of the Act recognizes that access to information can be limited. The limitation relates to circumstances where its release would pose a threat to the protection of privacy, commercial confidentiality, and exercising efficient governance.

PART 1: CONTACT AND TRUST DETAILS [Section 51(1)(a)]

The responsibility for administration of and compliance with the Act rests with the Head of Trust, namely the General Manager:

Name of Private Body	:	Ruth First Jeppe High School for Girls Memorial Trust
Registration Number	:	IT2123/2010
Contact person	:	Ms. Robyn Hill
Postal Address	:	PO Box 28369 Kensington 2101
Physical Address	:	160 Roberts Avenue Kensington Johannesburg
Telephone number	:	011 616 5090
Facsimile Number	:	011 616 6000
VAT Registration Number	:	Not VAT registered

Email Address : ruthfirstjeppe@jeppegirls.co.za
Website : www.ruthfirstjeppe.co.za

PART 2: GUIDE FOR REQUESTERS ON HOW TO USE THE MANUAL [Section 51(1)(b)]

The South African Human Rights Commission has published a guide in terms of Section 10 of the Act. This guide contains such information as may reasonably be required by a person who wishes to exercise any rights contemplated in the Act. It is available in all the official languages. Therefore, any enquiry related to this guide should be directed to the CEO of the South African Human Rights Commission (SAHRC), P/Bag 2700, Houghton, 2041; Telephone (011) 484 8300; Fax (011) 484 1360. It is available for inspection at the offices of the SAHRC 29 Princess of Wales Terrace, cnr York and St Andrews Road, Parktown. Further information may be accessed from the SAHRC's website www.sahrc.org.za

PART 3: AUTOMATIC DISCLOSURE OF RECORDS [Section 51(1)(c)]

3.1 RECORDS THAT ARE AVAILABLE IN TERMS OF SECTION 52(2) OF THE ACT (THESE ARE RECORDS AVAILABLE WITHOUT A PERSON HAVING FORMALLY TO REQUEST ACCESS)

A notice in terms of Section 52(2) of the Act regarding the categories of records which must be available without a person having to request access in terms of the Act has not yet been published.

Notwithstanding the above, information about the Trust is available on the website www.ruthfirstjeppe.co.za

PART 4: RECORDS THAT ARE HELD IN ACCORDANCE WITH OTHER LEGISLATION AT THE TRUST'S REGISTERED OFFICES [Section 51(1)(d)]

4.1 STATUTORY RECORDS:

- Trust Property Control Act No 57 of 1988
- Income Tax Act No 95 of 1967

PART 5: RECORDS RELATING TO RUTH FIRST JEPPE HIGH SCHOOL FOR GIRLS MEMORIAL TRUST Section 51(1)(e)

5.1 CORPORATE GOVERNANCE

- Trust Deed
- Minutes of Meetings of Trustees

5.2 FINANCIAL RECORDS

- Annual audited financial statements
- Financial documents and records
- Tax returns

5.3 HUMAN RESOURCES

There are no employees thus there are personal records provided by employees or conditions of employment or employee-related contractual records.

PART 6: INFORMATION REQUEST PROCEDURE Section 53(1)

To request a document in terms of the Act, the requester must complete the prescribed form (Form C). This must be submitted to the Head of the Ruth First Jeppe High School for Girls Memorial Trust with a request fee. The requester must provide sufficient detail to enable the Trust to identify the record and the requester i.e. postal address and fax number of the requester. The requester must identify the right that he/she is seeking to exercise or protect, and provide an explanation of why the requested record is required for the exercise of or protection of that right. If the request is made on behalf of another party or person, the requester must submit proof of the capacity in which the requester is making the request to the reasonable satisfaction of the Head of the Trust.

In terms of Section 63 of the Act, the head of Ruth First Jeppe High School for Girls Memorial Trust must refuse a request for access to a record if its disclosure would involve the unreasonable disclosure of personal information about a third party, including a deceased individual. Furthermore, the head of Ruth First Jeppe High School for Girls Memorial Trust may refuse access to a record, if the record contains trade secrets, financial, commercial, scientific and technical information, the disclosure of which would harm the interests of the Ruth First Jeppe High School for Girls Memorial Trust.

Similarly, in terms of Section 64 of the Act, the above refusal grounds apply in respect of the commercial information of third parties held by the Ruth First Jeppe High School for Girls Memorial Trust. Access to such records will require the written permission of the third party concerned before the Ruth First Jeppe High School for Girls Memorial Trust will permit access to view the relevant records.

In accordance with the above mandatory refusal grounds, the Director will make a decision whether to accede to a request for access to information.

Any search, reproduction and document preparation necessitated by requests for information will be undertaken in accordance with the prescribed fees. An initial request fee of R57.00 is payable on submission.

If the Head of the Ruth First Jeppe High School for Girls Memorial Trust declines a request for information, the requester may appeal by completing and submitting the prescribed form (Form B).

PART 7: MANUAL AVAILABILITY

In addition to the availability of this manual at the South African Human Right Commission, copies may also be obtained from the Director of the Ruth First Jeppe High School for Girls Memorial Trust. In respect of hard copies, any transmission costs/postage etc will be for the account of the requester. The manual is also available on the Trust's website www.ruthfirstjeppe.com

The forms referred to above and the list of prescribed fees are available from the SAHRC website www.sahrc.org.za